

## **Upper Grand Family Health Organization**

### **After Hours Medical Clinic (Part-Time)**

We are seeking a reliable and professional Receptionist to join our after-hours medical clinic at Walmart in Fergus. This is a part-time position working **2 weekends in a 5 week rotating schedule**.

#### **Schedule**

- **Friday:** 4:30 PM – 9:00 PM
- **Saturday:** 8:30 AM – 2:00 PM
- **Sunday:** 8:30 AM – 2:00 PM

#### **Responsibilities**

- Greet and assist patients in a courteous and professional manner
- Answer phone calls and schedule appointments
- Check patients in and verify information
- Manage patient flow and communicate with physicians
- Maintain confidentiality and accuracy of medical records
- Process payments and basic administrative tasks
- Keep reception and waiting areas organized and welcoming
- Cleaning patient rooms and keeping items stocked

#### **Qualifications**

- Previous reception or customer service experience preferred
- Medical office experience is an asset
- Strong communication and organizational skills
- Comfortable working independently in a busy environment
- Professional, dependable, and compassionate demeanor
- Basic computer and administrative skills

#### **What We Offer**

- Supportive team environment
- Consistent part-time weekend schedule
- Opportunity to work in a community-focused healthcare setting

To apply, please submit your resume and a brief introduction outlining your availability and experience to Penny Kruger at [limestonemedicalgroup@gmail.com](mailto:limestonemedicalgroup@gmail.com)